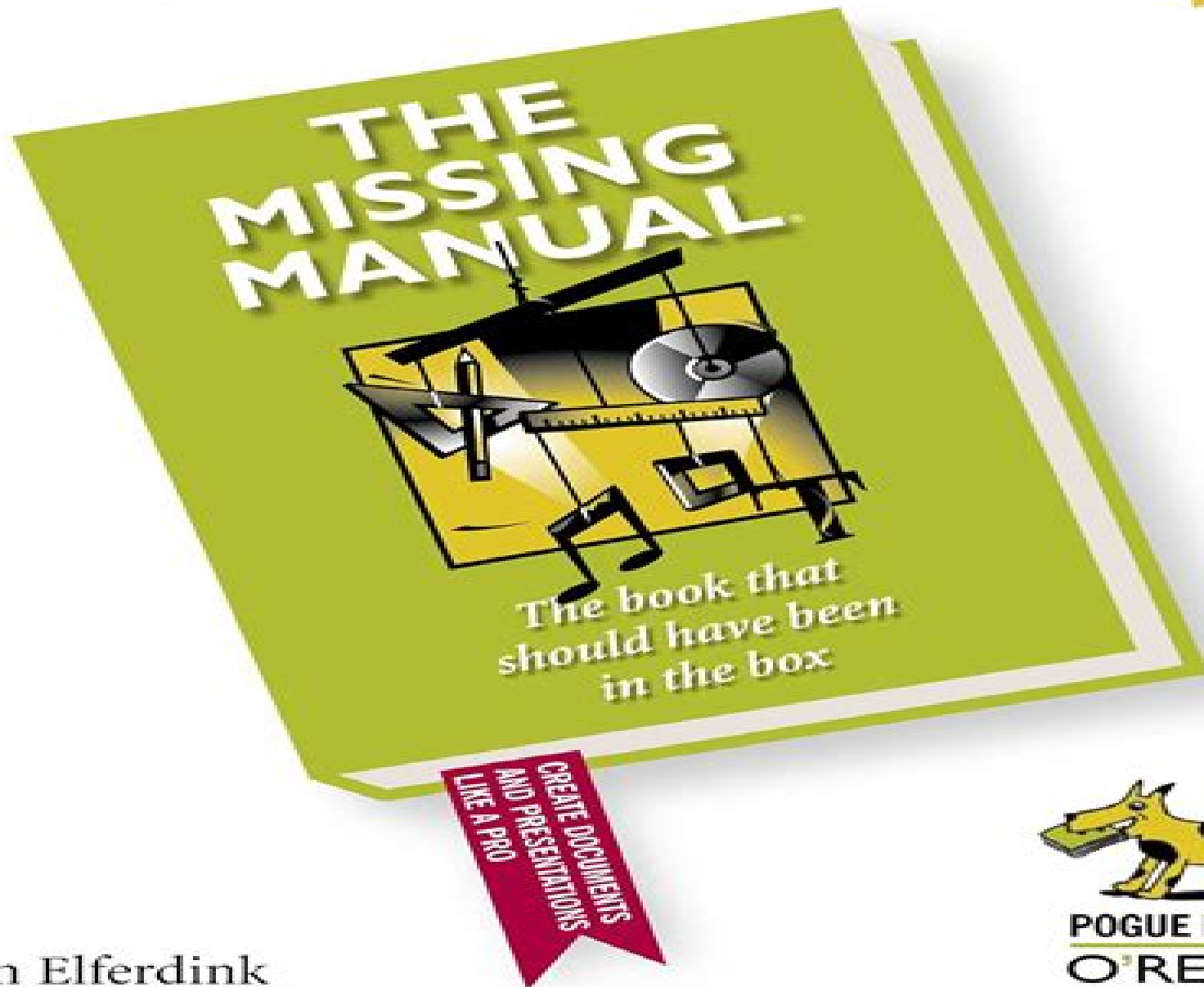


# iWork '05

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# Iwork 05 The Missing Manual The Missing Manual

**David Kirk**



## **iWork 05 The Missing Manual The Missing Manual:**

**iWork '05** Jim Elferdink, 2005-09-21 Introduced by Apple in January 2005 iWork 05 is an innovative new suite of document and presentation software that's the same caliber as Apple's groundbreaking digital media applications and that's wholly dedicated to what Mac users like you care about most: artistry and creativity. iWork 05 isn't about office productivity; it's about creating slick and stylish documents and cinema quality digital presentations that say precisely what you want them to say. While iWork 05 helps you create stunning documents and presentations, the suite doesn't come with any in-depth documentation of its own. That's where iWork 05 The Missing Manual comes in. The book that should have been in the box gives you everything you need to master iWork 05. Seamlessly integrated with the wildly popular iLife 05 and designed to take advantage of the advanced typography and graphics engine of Mac OS X, iWork is actually two separate programs: Pages and Keynote 2. Pages is a brand new streamlined word processor and page layout program that allows nonprofessionals to quickly and painlessly produce gorgeous brochures, newsletters, letters, invitations, product data sheets, and more. You can start documents from scratch or use one of the 40 professionally designed templates as a starting point. Keynote 2 is a significant upgrade to Keynote, Apple's PowerPoint-like presentation software that allows you to build unique presentations, demonstrations, storyboard animations, interactive slideshows, and more. Like every Missing Manual, this one is refreshingly entertaining and scrupulously detailed. iWork 05 The Missing Manual gives you all the essentials of Pages and Keynote 2, including an objective look at each program's capabilities, its advantages over similar programs, and its limitations. The book delivers countless goodies that you won't find anywhere else: undocumented tips, tricks, and secrets for getting the very best results from both exciting new applications. With the iWork 05 suite and iWork 05 The Missing Manual, you are totally equipped to give your work the style it deserves.

**iWork '05: The Missing Manual** Jim Elferdink, 2005-09-21 Introduced by Apple in January 2005 iWork 05 is an innovative new suite of document and presentation software that's the same caliber as Apple's groundbreaking digital media applications and that's wholly dedicated to what Mac users like you care about most: artistry and creativity. iWork 05 isn't about office productivity; it's about creating slick and stylish documents and cinema quality digital presentations that say precisely what you want them to say. While iWork 05 helps you create stunning documents and presentations, the suite doesn't come with any in-depth documentation of its own. That's where iWork 05 The Missing Manual comes in. The book that should have been in the box gives you everything you need to master iWork 05. Seamlessly integrated with the wildly popular iLife 05 and designed to take advantage of the advanced typography and graphics engine of Mac OS X, iWork is actually two separate programs: Pages and Keynote 2. Pages is a brand new streamlined word processor and page layout program that allows nonprofessionals to quickly and painlessly produce gorgeous brochures, newsletters, letters, invitations, product data sheets, and more. You can start documents from scratch or use one of the 40 professionally designed templates as a starting point. Keynote 2 is a significant upgrade to Keynote, Apple's PowerPoint-like

presentation software that allows you to build unique presentations demonstrations storyboard animations interactive slideshows and more Like every Missing Manual this one is refreshingly entertaining and scrupulously detailed iWork 05 The Missing Manual gives you all the essentials of Pages and Keynote 2 including an objective look at each program s capabilities its advantages over similar programs and its limitations The book delivers countless goodies that you won t find anywhere else undocumented tips tricks and secrets for getting the very best results from both exciting new applications With the iWork 05 suite and iWork 05 The Missing Manual you are totally equipped to give your work the style it deserves **Flash**

**8: The Missing Manual** E. A. Vander Veer,2006-03-22 Macromedia s Flash 8 is the world s premier program for adding animation to websites And with the latest version this popular program becomes more versatile letting beginning webmasters and expert developers alike create sophisticated web content But Flash isn t intuitive And it doesn t come with a manual Whether you want to learn the basics or unleash the program s true power Flash 8 The Missing Manual is the ideal instructor This hands on guide to today s hottest web design tool is aimed at nondevelopers and it teaches you how to translate your ideas into great web content It begins with a solid primer on animation which helps you get comfortable with the Flash interface Once you have these basics under your belt Flash 8 The Missing Manual moves on to advanced animations including adding special effects and audio video and interactivity to your presentations When you re really feeling steady the book shows how to use a dollop of ActionScript to customize your content It then teaches you how to publish your Flash creations for web surfers everywhere to enjoy Along the way the book shows you good design principles and helps you avoid elements that can distract or annoy an audience Author Emily Vander Veer has more than a dozen books to her credit including titles on web design and scripting most written for non technical readers Her background makes her the perfect author for a straightforward book on a complex subject She takes Flash 8 The Missing Manual from the basics to the advanced yet avoids a hasty jump into tough topics that can leave readers confused Not only will Flash 8 The Missing Manual help you turn a concept into unique dynamic content but it will continue to serve as a reference as you develop your website

**QuickBooks 2006: The Missing Manual** Bonnie Biafore,2005-12-23 If your company is ready to minimize paperwork and maximize productivity control spending and boost sales QuickBooks 2006 can help you make it happen but only if you know how to use it And it doesn t come with a manual Lucky for you there s QuickBooks 2006 The Missing Manual the comprehensive up to date guide to saving time and money while beefing up business with QuickBooks Award winning author and financial whiz Bonnie Biafore helps you select the best fit for your company from Intuit s QuickBooks line of financial management software which includes five products ranging from basic accounting software for small businesses to sophisticated industry specific enterprise solutions She then shows you how to tweak and tailor it to your company s needs so you can manage your finances more effectively and efficiently than ever before If you re new to QuickBooks or to the 2006 version you ll get started with ease and become quickly proficient with Biafore s tutorials on making and managing a

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*Google: The Missing Manual* Sarah Milstein,J.D. Biersdorfer,Rael Dornfest,Matthew MacDonald,2006-03-10 Google com is one of the most popular sites on the Internet and is used around the world by millions of people every day Sure you know how to Google it when you re searching for something anything on the Web It s plenty fast and easy to use But did you know how much more you could achieve with the world s best search engine by clicking beyond the Google Search button While you can interface with Google in 97 languages and glean results in 35 you can t find any kind of instruction manual from Google Lucky for you our fully updated and greatly expanded second edition to the bestselling Google The Missing Manual covers everything you could possibly want to know about Google including the newest and coolest and often most underused what is Froogle anyway features There s even a full chapter devoted to Gmail Google s free email service that includes a whopping 2 5 GB of space This wise and witty guide delivers the complete scoop on Google from how it works to how you can search far more effectively and efficiently no more scrolling through 168 pages of seemingly irrelevant results take best advantage of Google s lesser known features such as Google Print Google Desktop and Google Suggest get your website listed on Google track your visitors with Google Analytics make money with AdWords and AdSense and much more Whether you re new to Google or already a many times a day user you re sure to find tutorials tips tricks and tools that take you well beyond simple search to Google gurudom

**Excel 2003 for Starters: The Missing Manual** Matthew MacDonald,2005-10-31 The dominant spreadsheet program and one of the most widely used software applications in the world Microsoft Excel is unbelievably powerful and can be downright intimidating If you re new to Excel or among the many existing Excel users who are dazed and confused by all that the program can do and by how little it has actually done for you Excel for Starter The Missing Manual is your ideal resource For everyone who wants to quickly get up to speed on Excel to create organize and present household and or office data and information this smart new guide delivers just the essentials it concentrates on the must have information and the best most practical Excel features that people like you can use to maximize your productivity and minimize your spreadsheet confusion and frustration Excel for Starters The

Missing Manual demystifies spreadsheets and explains how to use them most effectively and efficiently Clear explanations with lots of examples step by step instructions helpful illustrations and timesaving advice guide you through all the most common and useful features of Excel 2002 and 2003 including how to build spreadsheets add and format information print reports create charts and graphics and use basic formulas and functions Sure there are plenty more thorough more massive Excel books on the bookstore shelves But why wade your way through a swamp of details you ll never need or want to use Let author Matthew MacDonald an educator and software developer who also wrote the highly popular Excel The Missing Manual be your trusted guide as you learn which Excel features will serve you best and which are best ignored Utterly practical and refreshingly funny this down to earth guide gives you nothing more and nothing less than what you need to make Excel do exactly what you want it to do It s a quick read you ll want to keep on hand for reference again and again

**iWork: The Missing Manual** Jessica Thornsby, Josh Clark, 2014-03-18 Apple s iWork is more versatile than ever now that there are versions for Mac iOS and even iCloud The only thing iWork doesn t include is its own how to guide That s where this friendly jargon free Missing Manual comes in With complete instructions and helpful examples you ll quickly learn how to create stunning documents slideshows and spreadsheets with iWork s Pages Keynote and Numbers The important stuff you need to know Create elegant files in minutes Save tons of time by using iWork s collection of prebuilt templates and themes Craft a variety of documents Use Pages to design attractive newsletters catalogs brochures flyers and posters Build eye popping presentations Turn Keynote s themes and easy to use cinematic effects into beautiful custom slideshows Organize and clearly convey information Jazz up your Numbers spreadsheets with charts images and videos Always have your work on hand Store your files in iCloud and have them sync automatically to your Mac and iOS devices Work anywhere any time Use the web based iWork for iCloud to create projects on any computer even a PC Versions covered This edition covers Pages for Mac 5 1 Keynote for Mac 6 1 Numbers for Mac 3 1 version 2 1 of each iOS app and iWork for iCloud

**Quicken 2006 for Starters: The Missing Manual** Bonnie Biafore, 2005-11-25 Intuit s Quicken is one of today s most popular and convenient ways to keep track of personal finances and Quicken 2006 For Starters The Missing Manual for Windows is the indispensable guide to using the program to simplify your finances and make the most of your money Whether you re new to electronic banking or just new to Quicken this refreshingly funny and sensible book zeroes in on exactly what you need to get into Quicken fast It teaches you how do such essential things as balance your checkbook on your computer keep tabs on your spending create and manage a budget monitor and pay bills on time determine more ways to save and stick to your savings plan manage loans and maximize investments make tax preparation easier even find hidden tax deductions and much more Financial software writer and personal finance expert Bonnie Biafore delivers clear explanations and step by step instructions for the Quicken features you need as well as relevant advice and plenty of real world examples Beginners will appreciate Biafore s clear guidance on how to set up Quicken to streamline their money

management tasks Power users will benefit from her insightful tips tricks and shortcuts for working around Quicken s idiosyncrasies and saving even more time and money The book is designed to help you get up to speed fast Biafore steps you through the basics of Quicken Then as you become a more efficient and sophisticated Quicken user she helps you take advantage of the program s little known but powerful features And throughout the book she offers invaluable money management principles You ll be generating useful reports and graphs with ease ensuring accuracy and consistency among all your accounts and planning saving and controlling your finances like never before The book that gives you exactly what you need Quicken 2006 For Starters The Missing Manual helps you quickly make the most of Quicken 2006 for Windows

*The Internet: The Missing Manual* J.D. Biersdorfer,David Pogue,2006-07-21 The Internet is almost synonymous with change that s one of its charms and one of its headaches You may think you know the Internet but are you really up to speed on internet telephones movie and TV downloading blogging gaming online banking dating and photosharing This utterly current book covers Getting Online Readers will have all the information they need to decide what kind of broadband connection works best for them which browser they should use and what kind of spyware fighting and virus and spam protection measures they need to protect themselves Finding Information Google may be the leading search site but it s certainly not the only game in town This book introduces a diverse and useful collection of sites that help uncover everything from health care information to shopping travel and finance to dependable reviews and ratings Movies music and photos The Web s teeming with entertainment and not just the sort of postage stamp sized videos that only a geek could love Learn where to download movies watch TV online listen to music play games and post and share photos with friends Keeping in touch Email s only the beginning This book introduces readers to the many tools that make the modern Internet such a great way to stay connected From Web based discussion groups to instant messaging programs and from blogs and podcasts to Internet based phone calls this book will help you join the conversation Ideal for anyone just venturing into cyberspace this book is also perfect for more experienced users who could use an update to today s most exciting internet applications

**CSS: The Missing Manual** David Sawyer McFarland,2006-08-24 Web site design has grown up Unlike the old days when designers cobbled together chunky HTML bandwidth hogging graphics and a prayer to make their sites look good Cascading Style Sheets CSS now lets your inner designer come out and play But CSS is n t just a tool to pretty up your site it s a reliable method for handling all kinds of presentation from fonts and colors to page layout CSS The Missing Manual clearly explains this powerful design language and how you can use it to build sparkingly new Web sites or refurbish old sites that are ready for an upgrade Like their counterparts in print page layout programs style sheets allow designers to apply typographic styles graphic enhancements and precise layout instructions to elements on a Web page Unfortunately due to CSS s complexity and the many challenges of building pages that work in all Web browsers most Web authors treat CSS as a kind of window dressing to spruce up the appearance of their sites Integrating CSS with a site s underlying HTML is hard

work and often frustratingly complicated. As a result many of the most powerful features of CSS are left untapped. With this book beginners and Web building veterans alike can learn how to navigate the ins and outs of CSS and take complete control over their Web pages appearance. Author David McFarland the bestselling author of O'Reilly's Dreamweaver The Missing Manual combines crystal clear explanations real world examples a dash of humor and dozens of step by step tutorials to show you ways to design sites with CSS that work consistently across browsers. You'll learn how to Create HTML that's simpler uses less code is search engine friendly and works well with CSS. Style text by changing fonts colors font sizes and adding borders. Turn simple HTML links into complex and attractive navigation bars completely with CSS only rollover effects that add interactivity to your Web pages. Style images to create effective photo galleries and special effects like CSS based drop shadows. Make HTML forms look great without a lot of messy HTML. Overcome the most hair pulling browser bugs so your Web pages work consistently from browser to browser. Create complex layouts using CSS including multi column designs that don't require using old techniques like HTML tables. Style Web pages for printing. Unlike competing books this Missing Manual doesn't assume that everyone in the world only surfs the Web with Microsoft's Internet Explorer our book provides support for all major Web browsers and is one of the first books to thoroughly document the newly expanded CSS support in IE7 currently in beta release. Want to learn how to turn humdrum Web sites into destinations that will capture viewers and keep them longer. Pick up CSS The Missing Manual and learn the real magic of this tool.

**Access 2003 for Starters: The Missing Manual** Kate J. Chase, Scott Palmer, 2005-10-31. Maybe you got Access as part of Microsoft Office and wonder what it can do for you and your household maybe you're a small business manager and don't have a techie on staff to train the office in Microsoft Access. Regardless you want to quickly get your feet wet but not get in over your head and Access 2003 for Starters The Missing Manual is the book to make it happen. Far more than a skimpy introduction but much less daunting than a weighty tech book Access 2003 for Starters The Missing Manual demystifies databases and explains how to design and create them with ease. It delivers everything you need and nothing you don't to use Access right away. It's your expert guide to the Access features that are most vital and most useful and it's your trusted advisor on the more in depth features that are best saved for developers and programmers. Access is sophisticated and powerful enough for professional developers but easy and practical enough for everyday users like you. This Missing Manual explains all the major features of Access 2003 including designing and creating databases organizing and filtering information and generating effective forms and reports. Bestselling authors database designers and programmers Scott Palmer Ph.D. and Kate Chase are your guides for putting the world's most popular desktop data management program to work. Their clear explanations step by step instructions plenty of illustrations and time saving advice help you get up to speed quickly and painlessly. Whether you're just starting out or you know you've been avoiding aspects of the program and missing out on much of what it can do this friendly witty book will gently immerse you in Microsoft Access. Keep it handy as you'll undoubtedly refer to it again and



again     **PCs: The Missing Manual** David A. Karp, Andy Rathbone, 2005-12-23 Your vacuum comes with one Even your blender comes with one But your PC something that costs a whole lot more and is likely to be used daily and for tasks of far greater importance and complexity doesn't come with a printed manual Thankfully that's not a problem any longer PCs The Missing Manual explains everything you need to know about PCs both inside and out and how to keep them running smoothly and working the way you want them to work A complete PC manual for both beginners and power users PCs The Missing Manual has something for everyone PC novices will appreciate the unassuming straightforward tutorials on PC basics such as hooking up a monitor keyboard mouse printer and scanner Families will enjoy sections on networking several computers to share an Internet connection sharing one monitor between two PCs connecting portable media players and creating a home theater system Adventurous PC users will like the clear photos explaining how to take your PC apart and replace or upgrade any failing parts IT professionals will be grateful to have something to hand to their coworkers who need solid trusted information about using their PC In PCs The Missing Manual bestselling computer author Andy Rathbone delivers simple reliable advice on the kinds of things PC users confront every day He shows you how to connect and configure today's must have devices including digital cameras portable music players digital camcorders and keychain drives burn CDs and DVDs scan and fax documents and more His section on the Internet explains how to choose the best Internet Service Provider and web browser for your needs send email find information quickly on the Web share photos online set up a blog set up a webcam access TV and radio through the Internet and shop safely online And Rathbone delivers plenty of guidance on keep your privacy and your PC safe by installing firewalls creating safe passwords running antivirus software removing spyware and adware and backing up important files     *Creating Web Sites: The Missing Manual* Matthew MacDonald, 2005-10-26 Think you have to be a technical wizard to build a great web site Think again For anyone who wants to create an engaging web site for either personal or business purposes Creating Web Sites The Missing Manual demystifies the process and provides tools techniques and expert guidance for developing a professional and reliable web presence Like every Missing Manual you can count on Creating Web Sites The Missing Manual to be entertaining and insightful and complete with all the vital information clear headed advice and detailed instructions you need to master the task at hand Author Matthew MacDonald teaches you the fundamentals of creating maintaining and updating an effective attractive and visitor friendly web site from scratch or from an existing site that's a little too simple or flat for your liking Creating Web Sites The Missing Manual doesn't only cover how to create a well designed appealing smart web site that is thoroughly up to date and brimming with the latest features It also covers why it's worth the effort by explaining the rationale for creating a site in the first place and discussing what makes a given web site particularly aesthetic dynamic and powerful It further helps you determine your needs and goals and make well informed design and content decisions Creating Web Sites The Missing Manual includes a basic primer on HTML working with JavaScript and incorporating services like Paypal's shopping cart

Amazon's associate program and Google AdSense and AdWords. It delivers advanced tricks for formatting graphics, audio, and video, as well as Flash animation and dynamic content. And you'll learn how to identify and connect with your site's audience through forms, forums, meta tags, and search engines. This isn't just another dry, uninspired book on how to create a web site. **Creating Web Sites: The Missing Manual** is a witty and intelligent guide for all of you who are ready to make your ideas and vision a web reality.

**QuickBooks 2005: The Missing Manual** Bonnie Biafore, 2005-02-24 Every company, large and small, wants to boost its sales, control its spending, and keep the auditors at the Internal Revenue Service happy. But no company wants to waste time on more paperwork. These days, a growing number of companies are turning to QuickBooks accounting software, not only to speed up their bookkeeping efforts but to manage their businesses more effectively. Organizations come in all shapes, sizes, and business models, so it's no surprise that accounting practices can be a convoluted road to travel. QuickBooks can handle many of the financial tasks companies face, but the price you pay is an overabundance of software features. To make the learning curve even more challenging, QuickBooks doesn't come with a manual. Fortunately, to help pave the road to accounting success, there's **QuickBooks 2005: The Missing Manual**, a comprehensive guide from O'Reilly that examines everything the QuickBooks Pro edition has to offer, from invoices and inventory to assets and accounts payable. With **QuickBooks 2005: The Missing Manual**, financial managers can quickly learn how to use the program's tools to implement and maintain critical accounting processes. By covering details in a friendly and light-hearted way, the book explains when and why a feature is useful and then offers indispensable, relevant advice. Each page of this **Missing Manual** provides insightful tips and tricks to help readers become more efficient, sophisticated users, no matter what the extent of their existing knowledge is. Whether you're interested in QuickBooks for its basic bookkeeping features or its more powerful business planning tools, the only way to truly harness its power is to read the book that should have been in the box.

**QuickBooks 2005: The Missing Manual** **eBay: The Missing Manual** Nancy Conner, 2005-08-25 It's the undisputed king of Internet auction sites. It's a global bazaar offering a range of goods, from antiques to Zulu daisies, cars, clothing, collectibles, you name it, and it's likely that you can find it on eBay. But along with the vast selection of goods available, buyers and sellers also encounter all the other elements that markets are known for: tricks and swindlers, overpriced goods, deceptive labeling, small print, recycled items marked as new, and the occasional rare, priceless find or undiscovered treasure. Seasoned eBay traders know that to successfully buy and sell within this mega shopping platform, you need to understand the system. Unfortunately, the secrets of the site are often tightly held by other buyers and sellers seeking a competitive edge. But what if you're a newcomer? Or an experienced trader who wants to make the jump to power buyer or seller? **eBay: The Missing Manual** gives you the inside information you'll need to become an eBay expert. Buyers will find the most effective ways to find what you want and pay prices that are sure to bring a smile to your face. And you'll get authoritative advice on strategic bidding, how to watch for elusive items, time your bids to take the competition by surprise, and, above all, avoid paying more than you ought to.

Sellers will get sure fire tips from eBay veterans who have discovered ways to ramp up their own auctions and sell at the highest possible prices From the smallest details such as how to take and post the most effective photos of your goods to pricing strategies inventory management and shipping methods this user friendly manual will help you make more money on eBay Whether you re selling a single item or running fulltime business on the site you ll find tips to help you do it more effectively As in any community problems and disputes arise and you ll learn how other eBayers resolve such troubles or work around them eBay The Missing Manual has gems of wisdom for everyone from total novices to more experienced traders If you re looking to improve your eBay auction experience you ll savor the tips and trick revealed in this guided exploration

**iPhone: The Missing Manual** David Pogue,2007-08-06 As you d expect of Apple the iPhone is gorgeous iPhone The Missing Manual is a book as breathtaking as its subject Teeming with high quality color graphics each custom designed page helps you accomplish specific tasks everything from Web browsing to watching videos Written by New York Times columnist and Missing Manual series creator David Pogue this book shows you how to get the most out of your new Apple iPhone The name iPhone may be doing Apple a disservice This machine is so packed with possibilities that the cellphone may actually be the least interesting part The iPhone is at least three products merged into one a phone a wide screen iPod and a wireless touch screen Internet communicator The iPhone s beauty alone may be enough for you to dig for your credit cards but its Mac OS X based software makes it not so much a smartphone as something out of the film Minority Report The real magic however awaits when you browse the Web You get to see the entire Web page on the iPhone s screen All of this is cooked up with Apple s traditional secret sauce of simplicity intelligence and whimsy Written by New York Times columnist and Missing Manual series creator David Pogue iPhone The Missing Manual shows you everything they need to know to get the most out of your new Apple iPhone Full of humor tips tricks and surprises this book teaches you how to extend iPhone s usefulness by exploiting its links to the Web as well as its connection to Macs or PCs how to save money using Internet based messages instead of phone calls and how to fill the iPhone with TV shows and DVDs for free

*Office 2008 for Macintosh* Jim Elferdink,2008-03-20 Provides information on using Microsoft Office 2008 with a Mac covering the features and functions of Word Entourage Calendar Excel and PowerPoint

**Photoshop Elements 4: The Missing Manual** Barbara Brundage,2005-10-31 The popularity of digital cameras continues to grow exponentially They are now more powerful feature rich and affordable turning digital photography into a mainstream interest And with Photoshop Elements Adobe has created the most popular photo editing program on the planet Learning how to work Photoshop Elements and manage digital photos can be a challenge for anyone just getting started from the hobbyist to the pro photographer With the latest Photoshop Elements 4 update Adobe delivers a powerful new program that provides photo editing and organizing functionality with improved performance The updated version also includes new more intuitive features that are streamlined and easier to use when the photographer has the right learning tool in hand With Photoshop Elements 4 The Missing Manual

author Barbara Brundage has written the perfect digital photography guide In a clear easy to read format the author provides step by step instruction so readers can learn what they need to do to edit their photos successfully and manage their collection This new edition also includes more than a dozen downloadable images so readers can practice using the editing tools Readers will master useful editing techniques from the most common to the advanced Automatically correct red eye and skin tones Select and extract complex objects with the Magic Selection Brush and The Magic Extractor Create photomontages Restore old photographs Post photos on the web Manage and archive an entire collection Design a custom slide show with panning and zooming capabilities Once photographers learn how to edit their photos successfully they ll also learn how to post them online or upload them to the Kodak EasyShare Gallery for use in creating personal mailing lists post cards calendars and much more Photoshop Elements 4 The Missing Manual is for any photographer interested in learning the right editing techniques for producing and sharing beautiful digital photography Photoshop Elements 4 The Missing Manual covers the Windows version of the software only When we published the book there was no Mac version of the software as there is now and for various reasons we ve been unable to update this edition to include the Mac version Nonetheless if you re on a Mac you can use this book Just substitute Command for Ctrl and Option for Alt whenever you see keystroke shortcuts and about 98 percent of the Editor functions will work the same The sections on the Organizer only apply to Windows because the Mac version has no Organizer

**Windows Vista for Starters: The Missing Manual** David Pogue, 2007-01-25 Fast paced and easy to use this concise book teaches you the basics of Windows Vista so you can start using this operating system right away Written by New York Times columnist bestselling author Emmy winning CBS News correspondent and Missing Manuals creator David Pogue the book will help you Navigate the desktop including the fast powerful and fully integrated desktop search function Use the Media Center to record TV and radio present photos play music and record all of these to a DVD Breeze across the Web with the vastly improved Internet Explorer 7 tabbed browser Become familiar with Vista s beefed up security and much more Windows Vista is a vast improvement over its predecessors with an appealing glass like visual overhaul superior searching and organization tools a multimedia and collaboration suite and a massive top to bottom security shield reconstruction Every corner of the traditional Windows operating system has been tweaked overhauled or replaced entirely Aimed at new and experienced computer users alike Windows Vista for Starters The Missing Manual is right there when you need it This jargon free book explains Vista s features quickly and clearly revealing which work well and which don t

**Windows Vista: The Missing Manual** David Pogue, 2006-12-27 Windows Vista is Microsoft s most important software release in more than a decade It offers users an abundance of new and upgraded features that were more than five years in the making a gorgeous glass like visual overhaul superior searching and organization tools a multimedia and collaboration suite and above all a massive top to bottom security shield overhaul There s scarcely a single feature of the older versions of Windows that hasn t been tweaked overhauled or replaced entirely But

when users first encounter this beautiful new operating system there s gonna be a whole lotta head scratchin starting with trying to figure out which of the five versions of Vista is installed on the PC Home Premium Business Enterprise Ultimate Thankfully Windows Vista The Missing Manual offers coverage of all five versions Like its predecessors this book from New York Times columnist bestselling author and Missing Manuals creator David Pogue illuminates its subject with technical insight plenty of wit and hardnosed objectivity for beginners veteran standalone PC users and those who know their way around a network Readers will learn how to Navigate Vista s elegant new desktop Locate anything on your hard drive quickly with the fast powerful and fully integrated search function Use the Media Center to record TV and radio present photos play music and record any of the above to DVD Chat videoconference and surf the Web with the vastly improved Internet Explorer 7 tabbed browser Build a network for file sharing set up workgroups and connect from the road Protect your PC and network with Vista s beefed up security And much more This jargon free guide explains Vista s features clearly and thoroughly revealing which work well and which don t It s the book that should have been in the box

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